

Subj: *Organization and Functions*

ODP-82-7532
27 December 1982

MEMORANDUM FOR: All Agency Training Officers

VIA: Bruce T. Johnson
Director of Data Processing

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[Redacted]
Director of Training and Education

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FROM: [Redacted]
Chief, Training Staff
Quality Assurance Division/ODP

SUBJECT: Training For Data Processing Professionals

- REFERENCE:
1. Memo (ODP-82-7364) from D/ODP and D/OTE to DD/A, Subject: Move of ODP Training to COC Building dtd May 82 (C)
 2. Memo (OTE-82-5740) from D/OTE to all training officers, Subject: Change in Registration Procedures for Data Processing Courses, dtd 30 Jul 82

1. When responsibility for ADP training was transferred to the Office of Training and Education Information Science Center (OTE/ISC), it was agreed that the OTE program for ADP would emphasize user training, and that the Office of Data Processing (ODP) would retain a limited training capability which would concentrate on the training needs of the ODP data processing professional. Effective January 1983, training for ADP professionals will be performed by the ODP/Quality Assurance Division/Training Staff (QAD/TS) in the new classroom at the Plaza B Building. A schedule of courses tailored to the needs of the ADP professional has been prepared.

2. ODP is prepared to accept ADP professionals in these courses on a space-available basis. For these purposes, ADP professionals are persons occupying a position clearly identified on the table of organization as an ADP position. All requests for enrollment in these courses should be made on the usual Form 73, and the applicant's supervisor should indicate on the form that the enrollee occupies an ADP slot. All Form 73s should be forwarded to the ODP/QAD/Training Staff, Room 2E21 [Redacted] Building. All requests for training received by the Training Staff from non-ODP personnel will be forwarded to the Deputy Director of Applications for approval to enroll in ODP courses.

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3. A copy of the schedule for ODP classes for the period January-June 1983 is attached for your information. Also, a description of the new Automated Data Processing Accelerated Curriculum (ADPAC) program, which is under development, is attached. For additional information or questions concerning ODP training, please call me on extension

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Attachment/As Stated

STAT ODP/QAD/A/[] (27Dec82)

Distribution:

- STAT
- 1 - D/ODP w/att
 - 1 - D/OTE w/att
 - 1 - A/DD/A w/att
 - 1 - DD/ODP w/att
 - 1 - C/OTE/ISC/[] w/att
 - All Training Officers w/att
 - All ODP Divisions & Staffs w/att
 - 1 - Admin Staff/ODP w/att
 - 1 - ODP/QAD/Training Staff w/att
 - 1 - QAD Chrono w/att
 - 2 - ODP Registry w/o att
 - 1 - CSPO/ODP w/att

ODP TRAINING SCHEDULE

January - June 1983

<u>Course</u>	<u>Dates</u>
ADPAC	18 Apr - 27 May
CAM Control Language	31 May - 01 Jun
EXECs	04 Apr - 06 Apr 20 Jun - 22 Jun
Fundamentals of Data Base Management Systems	13 Jun - 14 Jun
Fundamentals of PL/I	24 Jan - 28 Jan
GIM II Dictionaries	02 Jun - 10 Jun
GIM II Procedures	24 Jun - 01 Jul
Intermediate PL/I	21 Mar - 25 Mar
Job Control Language	02 Feb - 04 Feb 15 Jun - 17 Jun
System Utilities	11 Apr - 12 Apr
7260T Facilities	28 Mar - 29 Mar

ADPAC

Automated Data Processing Accelerated Curriculum

The ADPAC program is being initiated to provide basic training for computer programming trainees or computer programmers not familiar with the broad range of software and concepts presented. Students enrolled in ADPAC should be familiar with elementary programming logic and data processing concepts prior to the start of ADPAC. ADPAC will be conducted at an intensified and accelerated pace and therefore is not intended for non-data processing professionals.

ADPAC Composition

<u>Course</u>	<u>Length in Days</u>
VM for Programmers	3
Fundamentals of PL/I	5
Fundamentals of Data Base Management Systems	2
Job Control Language	3
Intermediate PL/I	5
System Utilities	2
EXECs	3
CAM Control Language	2
Team Project	5
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Personnel may enroll for ADPAC by completing a Form 73 and entering ADPAC in space 12 (Training Requested).